



Administration for Children and Families

Administration for Native Americans

Social and Economic Development Strategies -SEDS

HHS-2011-ACF-ANA-NA-0143

Due Date for Applications:

04/01/2011

04/02/2012

04/01/2013

Social and Economic Development Strategies -SEDS

HHS-2011-ACF-ANA-NA-0143

TABLE OF CONTENTS

Overview

Executive Summary

[Section I. Funding Opportunity Description](#)

[Section II. Award Information](#)

[Section III. Eligibility Information](#)

1. Eligible Applicants
2. Cost Sharing or Matching
3. Other - (if applicable)

Section IV. Application and Submission Information

1. [Address to Request Application Package](#)
2. [Content and Form of Application Submission](#)
3. [Submission Dates and Times](#)
4. [Intergovernmental Review](#)
5. [Funding Restrictions](#)
6. [Other Submission Requirements](#)

[Section V. Application Review Information](#)

1. Criteria
2. Review and Selection Process
3. Anticipated Announcement and Award Dates

[Section VI. Award Administration Information](#)

1. Award Notices
2. Administrative and National Policy Requirements
3. Reporting

[Section VII. Agency Contact\(s\)](#)

[Section VIII. Other Information](#)

**Department of Health & Human Services
Administration for Children & Families**

Program Office:	Administration for Native Americans
Funding Opportunity Title:	Social and Economic Development Strategies -SEDS
Announcement Type:	Modification
Funding Opportunity Number:	HHS-2011-ACF-ANA-NA-0143
CFDA Number:	93.612

Due Date for Applications:

04/01/2011

04/02/2012

04/01/2013

Executive Summary:

This announcement is modified. References to the telephone number for Central Contractor Registration (CCR) have been corrected throughout the announcement to 1-866-606-8220. Other references to CCR registration in the table in *Section IV.2.* and the Checklist in *Section VIII.* note that CCR registration is required of all applicants and must be active by the time of award. *Section V.2.* now states that no awards will be made to applicants that do not have an active CCR registration. *Section VI.3* announces the implementation of the SF-425 Federal Financial Report form.

The Administration for Children and Families (ACF), Administration for Native Americans (ANA) announces the availability of Fiscal Year (FY) 2011 funds for community-based projects for the Native American Social and Economic Development Strategies (SEDS) program. The purpose of ANA grant funding is to promote economic and social self-sufficiency for American Indians, Alaska Natives, Native Hawaiians, and other Native American Pacific Islanders from American Samoa, Guam, and the Commonwealth of the Northern Mariana Islands. The SEDS program provides funding for projects that promote sustainable local economies, and programs and services that safeguard the health and well-being of Native Americans.

I. Funding Opportunity Description

Statutory Authority

This program is authorized under Section 803(a) of the Native American Programs Act of 1974 (NAPA), 42 U.S.C. 2991b.

Description

The SEDS program supports the principle that social and economic development are inter-related and essential for the development of healthy, self-sufficient Native American communities. This Funding Opportunity Announcement (FOA) emphasizes social and economic development projects that promote the establishment and maintenance of diversified local economies, the preservation of Native American cultures, and programs and services that safeguard the health and well-being of Native Americans.

Administrative Policies

Grantees can have only one active grant per Catalog of Federal Domestic Assistance (CFDA) number.

Business plans should be submitted for all SEDS applications requesting an equitable investment on behalf of the Federal Government.

ANA will increase the reach of its limited funding. Therefore, applicants that have received funding from ANA for at least two projects consecutively within one CFDA number may not be funded for a third consecutive project within the same CFDA number if other applicants who have not received ANA funding in the past three years are within the scoring range to be funded.

Applicants are requested to identify a target amount of leveraged resources (target of zero is acceptable) and a target number of partnerships. The value of the targets will not be evaluated and scored; however, the indicators' contribution within the overall strategy of project implementation and its sustainability is included in the evaluation criteria. Grantees will be required to track these indicators quarterly throughout the project period. Leveraged resources are in addition to the statutory matching requirement of 20 percent and are not a requirement of this grant.

Definitions

Program specific terms and concepts in this Funding Opportunity Announcement are based on the following definitions:

Authorized Organizational Representative: The individual, named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

Budget Period: The interval of time (usually 12 months) into which a project period is divided for budgetary and funding purposes. Funding of individual budget periods sometimes is referred to as "incremental funding." The budget period also is the "period of availability of funding" as specified in 45 C.F.R. Part 74 and Part 92.

Construction: Construction of a new building, including the installation of fixed equipment, but excluding the purchase of land and ancillary improvements (e.g., parking lots or roads).

Contingency Plan: A set of specific actions to reduce anticipated negative impacts on a project in the event challenges arise.

Core Administration: Salaries and other expenses for those functions that support the applicant organization as a whole or for purposes unrelated to the actual management or implementation of the ANA-funded project.

Federal Share: Financial assistance provided by ANA in the amount of 80 percent of the approved costs of the project. The Commissioner may approve assistance in excess of such percentage if such action is in furtherance of the purposes of the Native American Programs Act of 1974 (NAPA), 42 U.S.C. 2991b. See *Section III.2. Cost Sharing or Matching* for additional information on approvals of Federal Share in excess of 80 percent.

Governing Body: A body: (1) consisting of duly elected or designated representatives, (2) appointed by duly elected official, or (3) selected in accordance with traditional tribal means. The body must have authority to enter into contracts, agreements, and grants on behalf of the organization or individuals who elected, designated, appointed, or selected them.

In-kind: The value on non-cash contributions directly benefiting a grant-supported project or program and that are provided by non-Federal third parties without charge to the recipient, the subrecipient, or a cost-type contractor under a grant or subaward. In-kind contributions may be in the form of real property, equipment, supplies or other expendable property, or goods and services directly benefiting and specifically identifiable to the project or program.

Interoperability: Collaborative administration or information sharing that integrates the efforts of individual programs, projects, departments, etc. in order to strengthen programs and provide comprehensive service.

Leveraged Resources: Any resource not including the Federal share, non-Federal contribution, and program income, expressed as a dollar figure, acquired or utilized during the project period that supports the project. Leveraged resources may include natural, financial, personnel, and physical resources provided to assist in the successful completion of the project.

Objective: A statement of the specific outcomes or results to be achieved within the project period and which directly contribute to the achievement of the project goal(s) and support the community's long-range goals.

Objective Work Plan (OWP): The plan for achieving the project objectives and producing the results and benefits expected for each objective. The OWP is the blueprint for the project and includes the project goal, objectives, and activities. The form can be found at:
<http://www.acf.hhs.gov/programs/ana/programs/forms.html>

Problem Statement: A clear and concise description of the condition or issue that will be addressed by the project.

Program Income: Gross income earned by a recipient and/or subrecipient that was directly generated by the grant-supported activity or earned as a result of the award. Program income includes (but is not limited to) fees for services performed, the use or rental of real or personal property acquired under the grant, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and payments of interest on loans made with grant funds. Except as otherwise provided in statute, regulation, or the terms and conditions of the award, program income does not include rebates, credits, discounts, or interest earned in relation to program income; the receipt of principal loans or interest the recipient earns on those amounts after receiving them for the borrower; taxes, special assessments, levies, fines, or similar revenues raised by a governmental recipient or subrecipient. The term also does not include interest earned on advances of Federal funds and proceeds from the sale of equipment or real property acquired under an award, which have distinct accountability requirements.

Project Goal: The purpose or specific result expected to be achieved from the project through the project objectives and activities.

Project Period: The total time for which Federal support has been pragmatically approved as shown in the Notice of Award; however, it does not constitute a commitment by the Federal Government to fund the entire period.

Real Property: Land, including land improvements, structures, and appurtenances thereto, but excluding movable machinery and equipment.

Renovation or Alteration: Work that changes the interior arrangements or other physical characteristics of an existing facility or installed equipment so that it can be more effectively used for its current designated purpose or adapted to an alternative use to meet a programmatic requirement. A minor renovation or alteration is distinguished from construction and major renovations; it must not exceed the lesser of \$150,000 or 25 percent of total direct costs approved for the entire project period and must be essential for the project.

Purpose

Grant awards made under this Funding Opportunity Announcement are for projects that promote economic and social self sufficiency for American Indians, Alaska Natives, Native Hawaiians, and other Native American Pacific Islanders from American Samoa, Guam, and Commonwealth of the Northern Mariana Islands. ANA is particularly interested in projects designed to grow local economies, strengthen Native American families, and decrease the high rate of social challenges caused by the lack of community-based business, and social and economic infrastructure.

Program Areas of Interest

While ANA has identified program areas of interest for this Funding Opportunity Announcement, funding is not restricted to those listed below.

Social Development: Investing in human and social capital to advance the needs of Native Americans while incorporating culturally appropriate activities to enhance tribal, native community, and Alaska Native village goals.

Human Services: Improving the delivery of social services that invest in human capital.

Asset building: Increasing availability of effective financial education and other asset-building strategies for individuals and families.

Community Living: Developing and coordinating services to assist people with disabilities by helping them to reach their maximum potential through increased independence, productivity, and integration within the community.

Early Childhood Development: Supporting stable and high-quality childhood education programs, creating early childhood education jobs, and improving community-wide planning and coordination of early childhood programs.

Youth Development: Improving the well-being of youth through life skills training, workforce development training, mentoring programs, substance abuse programs, and preventing pregnancies, suicides, and juvenile crime.

Community Health: Promoting improved access to care and quality of care through coordinated local and regional approaches, expanding access to healthy food, and supporting environmental health.

Arts and Culture: Developing or enhancing activities that retain or re-establish native culture and arts.

Safety and Security: Developing and enhancing community-based initiatives to protect the community from external threats and reduce insecurity, violence, and crime.

Nutrition and Fitness: Promoting increased knowledge and participation in activities that promote healthy foods, active lifestyles, the reduction of obesity, and other healthy-living habits.

Strengthening Families: Incorporating culturally relevant strategies to strengthen families and promote family preservation, foster child well-being, responsible parenting, and healthy relationship skills.

Economic Development: Promoting the physical, commercial, technological, industrial, and agricultural components necessary for a sustainable local economy.

Economic Stability: Strengthening an organization's capacity to deliver workforce training, financial literacy, and home ownership services.

Economic Competitiveness: Creating, expanding, and retaining businesses to reflect distinct economies, both in mature and emergent sectors, operating in rural and urban areas.

Agriculture: Creating, developing, or enhancing agricultural enterprise and sustainable farming projects.

Infrastructure: Developing infrastructure (transportation, communication, technology, etc.) to support the local workforce or those faced with transportation/communication challenges, e.g. elderly, disabled.

Emergency Preparedness: Planning and coordinating emergency response services within the community and with State and local governments to protect against acts of nature and other catastrophic events such as fire, floods, and hazardous material exposure.

Subsistence: Enhancing subsistence activities to retain or revitalize traditional native food sources and practices for local and commercial markets.

Commercial Trade: Strengthening the local economy and demand for agriculture, aquaculture, lumber, and traditional arts and crafts.

Federal Recognition: Offering one-time support to Tribes during any stage in the process of seeking Federal recognition.

II. Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$7,850,000
Expected Number of Awards:	36
Award Ceiling:	\$400,000 Per Budget Period
Award Floor:	\$50,000 Per Budget Period
Average Projected Award Amount:	\$260,000 Per Budget Period

Length of Project Periods:

12-month project and budget period,
24-month project with two 12-month budget periods,
36-month project with three 12-month budget periods

Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

This Funding Opportunity Announcement has two funding levels. Applications will be processed and reviewed according to funding level to support competition among projects of similar scale (see Sections *V.1. Criteria* and *V.2. Review and Selection Process* for more information).

Funding levels will be classified as follows:

<u>Funding Level I</u>	<u>Funding Level II</u>
\$50,000 - \$149,999	\$150,000 - \$400,000

Please see *Section IV.5 Funding Restrictions* for any limitations on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligible applicants include Federally recognized Indian Tribes; consortia of Indian Tribes; incorporated non-Federally recognized Tribes; incorporated non-profit, multi-purpose, community-based Indian organizations; urban Indian centers; National or regional incorporated non-profit Native American organizations with Native American community-specific objectives; Alaska Native villages, as defined in the Alaska Native Claims Settlement Act and/or non-profit village consortia; incorporated non-profit Alaska Native multi-purpose, community-based organizations; non-profit Alaska Native Regional Corporations/Associations in Alaska with village-specific projects; non-profit native organizations in Alaska with village-specific projects; public and non-profit private agencies serving Native Hawaiians; public and private non-profit agencies serving native peoples from Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands (the populations served may be located on these islands or in the United States); tribally controlled community colleges, tribally controlled post-secondary vocational institutions, and colleges and universities located in Hawaii, Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands which serve Native Pacific Islanders; and non-profit Alaska Native community entities or tribal governing bodies (Indian Reorganization Act or Traditional Councils) as recognized by the Bureau of Indian Affairs.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

Grantees are required to meet a non-Federal share of the project cost, in accordance with **42 U.S.C. 2991b(b)**.

Grantees must provide at least **20** percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (Federal) share and the non-Federal share. The non-Federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting **\$400,000.00** in ACF (Federal) funds must provide a non-Federal share of the approved total project cost of at least **\$100,000.00**, which is **20** percent of total approved project cost of **\$500,000.00**. Grantees will be held accountable for commitments of non-Federal resources even if they exceed the amount of the required match. Failure to provide the required amount will result in the disallowance of Federal funds. A lack of supporting documentation at the time of application submission will not exclude the application from competitive review.

Applicants may request a waiver of the requirement for a 20 percent non-Federal matching share. Requests must be submitted in accordance with 45 C.F.R. 1336.50(b)(3):

(3) Criteria. Both of the following criteria must be met for an applicant to be eligible for a waiver of the non-Federal matching requirement:

(i) Applicant lacks the available resources to meet part or all of the non-Federal matching requirement. This must be documented by an institutional audit if available, or a full disclosure of applicant's total assets and liabilities.

(ii) Applicant can document that reasonable efforts to obtain cash or in-kind contributions for the purposes of the project from third parties have been unsuccessful. Evidence of such efforts can

include letters from possible sources of funding indicating that the requested resources are not available for that project. The requests must be appropriate to the source in terms of project purpose, applicant eligibility, and reasonableness of the request.

For inquiries about the waiver application, contact your regional technical assistance provider. Refer to *Section VIII. Reference Websites*, for the contact information.

Matching requirements (including in-kind contributions) of less than \$200,000 (up to \$199,999) are waived under grants made to the governments of American Samoa, Guam, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands (other than those consolidated under other provisions of 48 U.S.C. 1469) pursuant to 48 U.S.C. 1469a(d). This waiver applies whether the matching required under the grant equals or exceeds \$200,000.

III.3. Other

Under ANA Regulations at 45 C.F.R. 1336.33 "Eligible applicants and proposed activities which are ineligible," the following will be ineligible for funding:

Projects for which a grantee would provide training and technical assistance to other Tribes or Native American organizations that are eligible to apply for ANA funding,

Projects that require funding for feasibility studies, business plans, marketing plans, or written materials, such as manuals, that are not an essential part of the applicant's long-range development plan,

Projects with core administration functions that essentially support only the applicant's ongoing administrative functions and are not related to the proposed project,

The support of on-going social service delivery programs or the expansion, or continuation, of existing social service delivery programs,

Projects that do not further the three interrelated ANA goals of Economic Development, Social Development and Cultural Preservation,

Proposals from consortia of Tribes that are not specific with regard to support from, and roles of member Tribes. An application from a consortium must have goals and objectives that will create positive impacts and outcomes in the communities of its members. ANA will not fund activities by a consortium of Tribes which duplicates activities for which member Tribes also receive funding from ANA, and

The purchase of real estate. (Statutory authority: Sections 803B of the Native American Programs Act of 1974, as amended, 42 U.S.C. 2991b-2).

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information*, will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating

application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competitive review or funding under this announcement.

- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competitive review or funding under this announcement.

Board Resolution

All applicants must submit a resolution demonstrating that the applicant's official governing body approves the application submission to ANA for the current grant competition period. In addition, if the applicant is a tribally authorized component or division, the application must also include a resolution demonstrating that the governing body of the Tribe approves the application submission to ANA for the current competition period. Applicants that do not include this documentation will be considered non-responsive, and the application will not be considered for competition.

Governing Body Documentation

This disqualification factor applies only to applicants that are not Tribes or Native Alaska villages. Organizations applying for funding must show that a majority of board members approving the project proposal are representative of the community to be served. ANA revised the categories of representatives of the community to be served to include: (1) members of Federally or State recognized Tribes; (2) persons eligible to be a participant or beneficiary to the project to be funded; (3) persons who are recognized by the eligible community to be served as having a cultural relationship with the community to be served; or (4) persons considered to be Native American as defined in 45 C.F.R. § 1336.10 and Native American Pacific Islanders as defined in the Native American Programs Act. Applicants that do not include this documentation will be considered non-responsive, and the application will not be considered for competition.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the [ACF Funding Opportunities Forms](#) webpage. Standard Forms are also available at the [Grants.gov Forms Repository](#) website.

Christina Clark

U.S. Department of Health and Human Services

Administration for Children and Families

Administration for Native Americans

Aerospace Center - 370 L'Enfant Promenade, SW.

2nd Floor - West

Washington, DC 20447

Phone: (877) 922-9262

Fax: (202) 690-7441

Email: ana@acf.hhs.gov

URL: www.acf.hhs.gov/programs/ana

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission**Copies Required:**

If applying in hard copy, applicants are required to submit one original and two copies of all application materials. **If applying electronically via www.Grants.gov**, applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application materials.

Signatures:

The original signature of the Authorized Organization Representative (**AOR**) is required only on the original copy of hard copy application submissions. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Formatting Requirements:

All application materials for both hard copy and electronic submissions must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the application submission (hard and electronic copies) must be sequentially numbered.** Project Descriptions, narratives, summaries, etc., must be in double-spaced format in 12-point font. Hard copy application materials must be one-sided for duplication purposes. Hard copy application copies (original and two copies) must not be bound, they may be clipped or rubber-banded together.

Page limitations do not include the required Standard Forms. If an application exceeds the cited page limitation for double-spaced pages in the application narrative or the double-spaced page limitation cited for the appendices and resumes, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation.

This section also may include the order of assembly for hard copy application submissions. Acceptable formats for applications submitted electronically via www.Grants.gov are MS-Word and Excel, Word Perfect, Adobe PDF, Jpeg and Gif.

Later in this section of the announcement, specific information on page limitations is provided. Information on required Standard Forms and other forms, certifications and assurances, D-U-N-S Numbers and Central Contractor Registration (CCR) requirements, the project description, budget and budget justification requirements, and methods of application submission are also found later in this section (*Section IV.2.*).|

A checklist of required application elements is available for applicants' use in *Section VIII. Additional Information*.

The checklist also identifies the order of assembly for hard copy submissions.

The portion of the Project Description which includes **Objectives and Need for Assistance**, **Outcomes Expected**, and **Approach** (this includes the **Project Sustainability Plan**), is limited to 20 pages. The page limitation does not include the OWP, Budget and Budget Justification, resumes, job descriptions, or any of the other required or optional forms and attachments.

Acceptable electronic formats for attachments include Microsoft Word and Excel, Word Perfect, Adobe PDF, Jpeg and Gif. All attachments should be single-sided printed pages only. Other attachments (required and optional) should be kept to a minimum.

Forms, Assurances, and Certifications

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
ANA Project Abstract Form (OMB Control Number 0980-0204)	Submission required for all applicants by the application due date.	Required for all applications.
ANA Objective Work Plan (OMB Control Number 0980-0204)	Submission required for all applicants by the application due date.	Required for all applications.
DUNS Number (Universal Identifier)	Required of all applicants.	Required of all applicants.
Central Contractor Registration (CCR)	Required of all applicants.	Required of all applicants.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants applying for a non-construction project by the application due date.	Required for all applications.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.

Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
Certification Regarding Debarment, Suspension and Other Responsibility Matters	Submission required of all applicants prior to award.	Required for all applications.
Certification Regarding Environmental Tobacco Smoke	Submission required of all applicants prior to award.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is required prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
Maintenance of Effort (MOE) Certification	Submission required of all applicants.	Required for all applications.
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary.	Non-profit private organizations (not including private universities) are encouraged to submit the " <i>Survey on Ensuring Equal Opportunity for Applicants</i> " with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit this survey along with the application. Hard copy submissions should include the survey in a separate envelope.

The Pro-Children Act of 2001, 20 U.S.C. § 7181 - 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood

development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

The Drug-Free Workplace Act of 1988, 42 U.S.C. 701 *et seq.*, requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. HHS implementing regulations are set forth in 45 C.F.R. part 82, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)."

The Certification Regarding Debarment, Suspension, and Other Responsibility Matters is available at http://www.acf.hhs.gov/grants/grants_resources.html.

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: <http://www.acf.hhs.gov/grants/notices.html#policy>.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

DUNS Number and CCR Registration Requirements

DUNS Number Requirement

All applicants for grants and cooperative agreements must have a DUNS number (Data Universal Numbering System) at the time of application. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, www.Grants.gov.

A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S. Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 a.m. to 8 p.m., c.s.t.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.

Central Contractor Registration (CCR) Requirement

Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal

grant funds from any HHS Operating/Staff Division (OPDIV) or receivesubawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application of plan;
- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its DUNS number in each application or plan it submits to the OPDIV.

An award cannot be made until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

There is the possibility of heavy traffic at the CCR website at application due dates therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Definitions:

Central Contractor Registration (CCR): The Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Data Universal Numbering System (DUNS) Number: The nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

Entity:

Means all of the following:

- A Governmental organization, which is a State, local government, or Indian tribe;
- A foreign public entity;
- A domestic or foreign for-profit organization; and
- A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

Subaward: This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that the recipient awards to an eligible subrecipient.

- This term does not include the procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- A subaward may be provided through any legal agreement, including an agreement that the grantee or a subrecipient consider to be a contract.

First Tier Subrecipient: An entity that receives a subaward from a prime grantee and is accountable to the prime for the use of the Federal funds provided by the subaward.

The Project Description

Part I: The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1* identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

Outcomes Expected

Identify the outcomes to be derived from the project.

In this section, identify the goal of the project and the outcomes expected. The accomplishment of the project goal should result in the expected outcomes.

When discussing your outcomes expected, describe three different types of outcomes:

What is **produced** because of the project, or the results. Examples of results include: workshops, courses, or training sessions held; training manuals or curricula created; or action plans or strategic plans produced. You will also note your results on the Objective Work Plan under "Results/Benefits Expected."

What is **achieved** because of the project, or the benefits. Example of benefits include: number of community members participating in project activities; number of youth with increased knowledge about financial literacy; number of Foster parents trained and certified. You will also note these benefits on the Objective Work Plan under "Results/Benefits Expected."

What is **changed** because of the project, or the impact. Examples of impacts include: reduced number of adolescent pregnancies; lower unemployment rates in the community; increased percentage of foster children placed in Native American homes.

ANA requires all applicants and grantees to identify indicators they will track and work towards achieving during and after the project period. The indicator measures what will change as a result of the project, and therefore is closely tied to the need for assistance and problem the applicant is hoping to solve through the project.

The impact indicator identifies what is changed by the project; therefore, an initial data point must be identified for comparison. In addition, ANA requires the identification of a future target that forecasts the sustainability of the impact.

To track the indicator, ANA requires applications to include a:

Pre-grant status: This is baseline information on the indicator prior to grant implementation. Often, this status matches supporting information provided in the need for assistance. For example, a community has an unemployment rate of 25 percent. A strong pre-grant status indicator would be 25 percent unemployment.

End-of-grant target: The end-of-grant target is what the applicant expects to have changed for the indicator by the end of the ANA project period. Using the above example, the community hopes to decrease the unemployment rate by 2 percent over the life of the project. The end of grant target would 23 percent unemployment.

Three-year target: ANA works to fund projects that will have sustainable outcomes and continued impact in communities. Therefore, it is important for applicants to think about how they will continue to work towards accomplishing for the desired outcomes and impact even after the ANA funding ends. The three year target is the indicator for three years after the grant project funding has ended. For example, if the SEDS project above is three years, then the three year target would be six years from when the grant was written and submitted for funding. Using the same example, the community that wants decrease the unemployment rate could have a target of 20 percent unemployment three years after the ANA funding ends.

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

Provide a narrative that describes the applicant's strategy for implementation and their ability to monitor project progress. Describe how implementation will lead to the identified outcomes and address the problem statement. Justify the timeline for completing activities, objectives, and the project, as appropriate.

Include a discussion of contingency planning efforts. Contingency planning involves identifying a set of specific actions to reduce anticipated negative impacts on the project in the event challenges arise. Challenges arise because of assumptions made about project implementation and the risks to those assumptions. Contingency plans should include more than a statement advising that no challenges are anticipated.

As part of the Approach, describe the Project Sustainability Plan. Identify plans for sustainability which detail how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after the project period has ended. Identify how leveraged resources, partnerships, and if applicable, efforts to achieve interoperability will contribute to the implementation and sustainability of the project. See Project Sustainability Plan below that supplements this description.

Identify how the staff will be able to successfully implement the project and accomplish the project objectives. Also describe how the Tribe or organization will be able to administer the project. Provide biographical sketches or resumes for key persons identified in the application that demonstrate expertise as it is related to the position. Job descriptions should be included for each vacant key position as well. As new key staff are appointed, biographical sketches or resumes will also be required. Be sure to include information on all proposed consultants which may include letters of commitment that detail the scope of work and associated costs. Include organizational charts depicting how the proposed project will be managed.

Objective Work Plan

The OWP is a form required by ANA that identifies the project goal, objectives, activities, and results and benefits. It represents the plan for achieving the project objectives and is provided to assist applicants with identifying the quantitative projections described above. **One OWP form should be completed for each objective per budget period.**

ANA Project Goal (see Outcomes Expected): Identify the goal of the project.

Objectives (See Objectives and Need for Assistance): Only three objectives per project period are allowed. Together, the objectives should address the project goal. The objectives should be Specific, Measurable, Achievable, Relevant and results-oriented, and Time-bound (SMART).

Results and Benefits (See Outcomes Expected): Identify the Results and Benefits, and Criteria for Evaluating Results and Benefits.

Activities: List activities for each objective which provide clear and logical steps to achieve the objective. The activities included may be significant activities (e.g., hiring staff), ongoing activities (e.g., monthly meetings with partners and stakeholders), and required actions (e.g., submission of ANA reports and attendance at ANA post-award training). Include activities, as appropriate to the proposed project, for community outreach, community participation, partner or beneficiary recruitment, and sustainability planning. For each activity identify the staff who are responsible for ensuring completion of the activity. Also identify any consultants or partners, and the required hours for each, which will assist in completion of each activity. Finally, identify time periods sufficient to

complete each activity, and that can show progress of the project during each budget period.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

Project Sustainability Plan

Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

Business Plan

When Federal grant funds will be used to support a business operation, provide a business plan. The business plan shall include:

- An executive summary
- A description of the industry
- A description of the product to be produced, sold, or marketed
- Market research
- A marketing plan
- An operational plan
- An assessment of risks and assumptions

Organizational Capacity

- Documentation of experience in the program area

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Budget and Budget Justification

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for each year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance,

freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's

guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Program Income

Description: The estimated amount of income, if any, expected to be generated from this project.

Justification: Describe the nature, source and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

Commitment of Non-Federal Resources

Description: Amounts of non-Federal resources that will be used to support the project as identified in Block 18 of the SF-424.

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter or other documentation) is required with the application. Detailed budget information must be provided for every funding source identified in Block 18 of the SF-424.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, Pub. L. 104-13, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet (DUNS Number), and the Central Contractor Registry (CCR).
- All pages of the application package must be sequentially numbered.
- Electronically submitted applications must be received and time/date stamped by the due date and receipt time described in this announcement in *Section IV.3. Submission Dates and Times*.
- To submit an application through Grants.gov, the applicant must be the Authorized Organization Representative (AOR) for their organization and must have current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** As of October 1, 2010, all applicants for Federal grants and cooperative agreements are required to have CCR registration.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found

at http://www.acf.hhs.gov/grants/registration_checklist.html.

- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- It is to an applicant's advantage to submit their applications at least 24 hours in advance of the closing date and time.
- Applicants should not wait until the due date for applications to begin submission of their application.

Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, ACF's Grants Management Officer (GMO) will make a determination whether the issues are due to Grants.gov system errors or user error.

Hard Copy Submission

Applicants that are submitting their applications in hard copy format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

Applications submitted in hard copy must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S. and U.S. Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., c.s.t.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration. CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

There is the possibility of heavy traffic at the CCR website at application due dates therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

IV.3. Submission Dates and Times

Due Date for Applications:

04/01/2011

04/02/2012

04/01/2013

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* and in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

Mailed Applications

Mailed applications must be **received** no later than 4:30 p.m., eastern time, on the due date, listed in the *Overview* and in this section, at the address provided in *Section IV.6* of this announcement. Applications received after the stated due date and time will be designated as late and will be disqualified from competition.

Hand-Delivered Applications

Applications that are hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in the *Overview* and in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6* of this announcement. Applications received after the stated due date and time will be designated as late and will be disqualified from competition.

Electronically-Submitted Applications

ACF does not accommodate transmission of applications by facsimile or email. Instructions for electronic submission via www.Grants.gov may be found at the [Grants.gov Registration Checklist](#).

Electronically-submitted applications must be **received and validated** at www.Grants.gov by 4:30 p.m., eastern time, on the due date.

Upon submission and receipt of an application via www.Grants.gov, the applicant will receive three emails:

1. Acknowledgement of the application's submission to www.Grants.gov. This email will provide a **Grants.gov tracking number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time-stamp, which serves as the official record of application submission**. The date and time-stamp must reflect a

submission time on, or before, 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date. Applications received at Grants.gov after the due date and time will be disqualified.

2. Acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications received on the due date that fail the validation check on, or after, 4:30 p.m., eastern time, on the due date because the Authorized Organization Representative (AOR) is not registered with the Central Contractor Registry (CCR) will be determined to be late and will not be considered for the review. Applications that do not pass the validation check at Grants.gov after the due date and time will be disqualified.
3. An additional email from ACF will be sent to the applicant indicating that the application has been retrieved from www.Grants.gov by ACF.

Late Applications

No appeals will be considered for applications classified as late under the following circumstances:

- Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.
- Electronically-submitted applications are considered late, and are disqualified, when the date and time-stamp received by email from www.Grants.gov is after 4:30 p.m., eastern time, on the due date.
- Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified.

Extension/Waiver of Due Date and Receipt Time

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive the due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

Acknowledgement of Received Application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Upon submission of an application electronically via <http://www.Grants.gov>, the applicant will receive three emails:

1. Acknowledgement of the application's submission to Grants.gov. This email will provide a **Grants.gov tracking number**. The email will also provide a **date and time-stamp, which serves as the official record of application submission**.
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on failing the validation check because of an unregistered Authorized Organization Representative (AOR).
3. An email will be sent to the applicant from ACF indicating that the application has been retrieved from Grants.gov by ACF.

IV.4. Intergovernmental Review of Federal Programs

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

In addition, the following costs and activities will be deemed unallowable under ANA awards:

Activities in support of any foreseeable litigation against the United States Government that is unallowable under the Office of Management and Budget (OMB) Circulars A-87 and A-122.

Activities that qualify as major renovations and alterations.

See *Section III.3. Other* for a list of projects that are ineligible for funding under 45 C.F.R. 1336.33. See *Section V.2. Review and Selection Process* for a list of projects that ANA will not fund.

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail

Tim Chappelle

U.S. Department of Health and Human Services

Administration for Children and Families

Office of Grants Management - [HHS-2011-ACF-ANA-NA-0143]

Aerospace Center - 370 L'Enfant Promenade, SW.

6th Floor-East

Washington, DC 20447

Hand Delivery

Tim Chappelle

U.S. Department of Health and Human Services

Administration for Children and Families

Office of Grants Management - [HHS-2011-ACF-ANA-NA-0143]

Aerospace Center - 901 D Street, SW.

6th Floor-East

Washington, DC 20024

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

Applications should be prepared based on the instructions identified in *Section IV.2*. The evaluation criteria are instructions to the panel reviewers. All applications will be reviewed and evaluated using the evaluation criteria. Each criterion describes an excellent application and poses questions for the reviewers to consider when evaluating an application. Point values indicate the importance placed on each evaluation criteria. An excellent application should receive a score between 93 and 100 points.

Funding is awarded based on availability of funds and in part by the ranking of applications by panel reviewers. A separate ranking will be made for each funding level in accordance to the relative merit of all proposals reviewed within that funding level. Thus an application scoring within the excellent range is not guaranteed funding. Objective review scores and rankings are not binding. They are one element in the review and selection process (see *Section V.2. Review and Selection Process*).

Objectives and Need for Assistance

Maximum Points: 20

To evaluate the Objectives and Need for Assistance, reviewers will consider the extent to which the application adequately details the community and applicant identification, the applicant's connection to the community, community involvement in project development, problem statement, and project objectives.

An excellent application will clearly demonstrate that the applicant represents the targeted community. An excellent application will also include a concise problem statement based on a condition identified by the community which will be addressed by the proposed project, and will illustrate a logical relationship between the problem statement and project objectives.

To evaluate community and applicant identification, connection to the community, and community participation in project development, reviewers will consider the following:

How well has the applicant defined the beneficiaries of the project and their relationship to the larger community?

Does the applicant have a strong relationship to the project beneficiaries?

How much was the community, including project beneficiaries, involved in developing this project? How is community support for the project documented in the proposal?

To evaluate the problem statement, reviewers will consider the following:

How well does the problem statement address one specific condition to be addressed by the project?

How well has the applicant demonstrated that the problem identified is of significance to the community?

Does the problem statement include a description of challenges standing in the way of currently solving or addressing the problem or condition?

To evaluate objectives, reviewers will consider the following:

How well do objectives address the problem statement?

Are the objectives Specific, Measurable, Achievable, Relevant and results-oriented, and Time-bound (SMART)?

Outcomes Expected

Maximum Points: 15

To evaluate Outcomes Expected, reviewers will consider the extent to which the application adequately details the project goal, the results and benefits, and the impact indicator. While the project goal and the results and benefits are also listed in the OWP, reviewers will evaluate them under this criterion.

An excellent application will identify a project goal that attempts to solve the condition identified in the problem statement; illustrate how achieving the results and benefits will accomplish the project objectives; and include an impact indicator that measures a change in the community conditions, especially as it relates to the problem statement.

To evaluate the Project Goal, consider the following:

Is there an appropriate and strong relationship between the project goal, the problem statement, and the project objectives? Has the applicant demonstrated that achievement of the project goal will lead to an improvement in the condition identified in the need for assistance?

To what extent does the project goal relate to the community's larger goals?

To evaluate the Results and Benefits, consider the following:

To what extent does the applicant explain how the accomplishment of results and benefits will achieve the project objectives?

Has the applicant identified criteria to evaluate results and benefits that will effectively monitor progress towards accomplishing results and benefits?

Will the achievement of the results and benefits lead to the desired change identified by the impact indicator?

To evaluate the Impact Indicator, consider the following:

Does the impact indicator demonstrate a positive change in the condition identified in the problem statement? Has the applicant chosen an impact indicator that demonstrates and measures the change of community conditions as a result of the project?

Has the applicant identified baseline data? Did the applicant present an end of project target and three year target that are realistic and appropriate?

Project Approach

Maximum Points: 50

To evaluate the Project Approach, reviewers will consider the extent to which the application adequately details the Project Strategy and OWP, as described below.

An excellent application will fully describe the project implementation plan and steps for completing the project. In these two sections, an excellent application will provide clear understanding of how the project will achieve objectives, goals, and results and benefits. The Project Strategy will explain the OWP and how implementation of the OWP will lead to successful project completion.

Project Strategy: (30 Points)

To evaluate the Project Strategy, reviewers will consider the plan to implement the project and the inclusion of community involvement during implementation. In addition, partnerships and leveraged resources will be evaluated as to their contribution within the overall strategy of project implementation and its sustainability; however, the target numbers will not be evaluated or scored. Reviewers will also

consider the extent the applicant identified contingency planning to support project implementation. In this section reviewers will also consider the applicant's capacity to administer the project and the plan for project sustainability.

An excellent application will explain how the identified strategy effectively addresses the problem statement and outcomes expected; provide details about activities listed in the OWP; address project assumptions with viable contingency plans; fully demonstrate the applicant's capacity to administer the project; ensure sustainability of the project; include community involvement and methods to increase community awareness during project implementation; and, discuss how partnerships and leveraged resources will be used to support both implementation and sustainability of the project.

To evaluate planning and project implementation, reviewers will consider the following:

To what extent has the applicant demonstrated they have done the necessary planning needed to implement the proposed project?

Has the applicant demonstrated how key activities will be completed, i.e. how will project participants be selected, how many hours will classes be taught, what is the process for revising or adapting curriculum or other resources, etc.?

Are there sufficient details to show the applicant's ability to monitor project progress and respond to challenges in order to ensure successful completion of objectives?

How well has the applicant planned for community participation in the project's implementation? How well has the applicant planned for building and maintaining community support of the project? Has the applicant included a strategy for building community awareness of the project and keeping community members informed of progress and outcomes?

To what extent has the applicant addressed the sustainability of project outcomes? Does the Project Strategy include activities or efforts to ensure programmatic sustainability?

How will the applicant ensure they have resources necessary (community support, partnerships, staffing, etc.) to sustain the project?

How well does the applicant describe how they will develop, maintain, and use partnerships to support the project?

Has the applicant demonstrated how internal and external resources will be leveraged to enhance the applicant's ability to implement the project (note that contributions above the 20 per cent match requirement are not required for this grant)?

Has the applicant provided adequate time to accomplish their strategy?

Has the applicant identified significant project risks and assumptions that will hinder project progress if not accomplished? Does the contingency plan present viable alternate actions that will allow the project to maintain progress in the event the challenge is encountered?

To what extent has the applicant demonstrated the applicant's ability to administer the grant?

Has the applicant fully identified project responsibilities and qualifications for project personnel, and are those qualifications sufficient to complete position responsibilities, i.e. required licensing? If the project includes working with children, has the applicant demonstrated that key personnel have or will have sufficient training and experience working with youth?

Objective Work Plan: (20 Points)

To evaluate the OWP, reviewers will consider the extent to which the completed form will serve as an effective blueprint for project implementation.

An excellent OWP will effectively detail the step by step of how, when, and by whom the project objectives will be achieved, and serves as a stand alone document to communicate the project

goal, objectives, implementation plan, and anticipated results and benefits.

To evaluate the OWP, reviewers will consider the following:

Does the OWP include all key activities needed to accomplish project objectives?

Do all activities on the OWP relate to the scope of the project?

Are activities listed chronologically, and do start and end dates indicate sufficient time to complete the activity?

Does the OWP align with information included in the Project Strategy?

To what extent does the OWP serve as a guide for project implementation?

Budget and Budget Justification

Maximum Points: 15

To evaluate the Budget and Budget Justification, reviewers will consider the itemized line item budget and budget justification for the requested Federal funds and the applicant's required non-Federal contribution.

An excellent application will demonstrate: a strong relationship between the Project Approach and the proposed budget; show all costs associated with the successful accomplishment of the project objectives for each budget period; and demonstrate cost effectiveness and efficient use of ANA's limited funding.

To evaluate the line item budget, reviewers will consider the following:

Do all Federal and non-Federal funds align with what is detailed in the project approach? For example, if key personnel need to be hired and the hiring process is two months, then the costs will be calculated based on the salary for 10 months rather than 12 months.

Is the budget sufficient to complete the activities detailed in the OWP?

To evaluate the budget justification, reviewers will consider the following:

Are all personnel funds reasonable for the responsibilities and time dedicated to the project activities?

Do the explanations of the calculations sufficiently show the costs are critical to the success of the project?

Is the budget reasonable and appropriate for the project?

Is the applicant's non-Federal contribution documented?

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant that does not have active CCR registration (www.ccr.gov or 1-866-606-8220).

Initial ACF Screening

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times*, or those with requests that exceed the award ceiling, stated in *Section II. Award Information*, will receive a screen-out letter noting that the application was deemed non-responsive and will not be considered for competitive review or funding under this announcement.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

ACF will take into consideration regional price disparities when reviewing budget requests.

Initial ANA Screening: Each application will be screened to determine whether the applicant has submitted governing body documentation as required by *Section III.3. Disqualification Factors*. Applications that do not meet these requirements will be deemed non-responsive and will be excluded from the competitive review process, and the applicant will be notified of such by mail within 30 business days from the closing date of this funding opportunity announcement.

Applicants whose applications are excluded from competition because of a determination of ineligibility (see *Section III.1.*) may appeal the agency's decision. The appeals process is stated in 45 C.F.R. 1336.35.

Competitive Review Process: Applications not excluded from competition will be evaluated by a panel of independent reviewers (three per panel) in accordance with the evaluation criteria in *Section V.1*. Panels will evaluate applications that are similar in scale, as indicated by funding level.

Funding decisions are based on the analysis and score by panel reviewers, and an analysis by ANA staff to determine whether the proposed project is consistent with the purposes of NAPA, all relevant statutory and regulatory requirements, and this Funding Opportunity Announcement, including Administrative Policies (see *Section I. Funding Opportunity Description*). If applicable, grantee past performance, comments from State and Federal agencies, and other interested parties having contract and grant performance-related information may be considered in this phase of the review process.

Application Consideration: Funding decisions are based on the analysis and score by panel reviewers and an analysis by ANA staff to determine whether the proposed project is consistent with the purposes of NAPA, all relevant statutory and regulatory requirements, and this Funding Opportunity Announcement, including Administrative Policies (see *Section I. Funding Opportunity Description*). If applicable, grantee past performance, comments from State and Federal agencies, and other interested parties having contract and grant performance-related information may be considered in this phase of the review process.

In addition, ANA does not fund:

- Projects that allow any one community, or region, to receive a disproportionate share of the funds available for award.

- Projects that are essentially identical or similar in whole or in part to previously funded projects

proposed by the same applicant or activities or projects proposed by a consortium that duplicate activities for which any consortium member also receives funding from ANA.

Projects that provide couples or family counseling activities that are medically-based.

Projects originated and designed by consultants who provide a major role for themselves and are not members of the applicant organization, Tribe, or village.

Projects that do not further the purpose of this funding opportunity or are unlikely to be successful based on the proposed project approach and implementation strategy.

Projects that would require funding on an indefinite or recurring basis or that do not have definitive goals and objectives that will be achieved by the end of the project period.

Projects that contain contingent activities that may impede, or indefinitely delay, the progress of the project.

Projects that seek to revive Native American languages that do not have any living speakers.

Grant awards are made based on the availability of appropriated funds, and may be awarded in amounts in excess or less than the amount requested or under such circumstances as may be deemed to be in the best interest of the Federal Government. Applicants may be required to reduce or modify the scope of projects based on the amount of approved award.

Applications requesting funds for ineligible projects, listed under *Section III.3. Other*, will not be disqualified from competition, but will not be funded by ANA.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

V.3. Anticipated Announcement and Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

ANA staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations), or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments).

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. §74.81_Prohibition against profit), which states that, "...no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 87, Equal Treatment for Faith-Based Organizations: "Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbci/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities." Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at: <http://www.hhs.gov/fbci/regulations/index.html>.

The Code of Federal Regulations (C.F.R.) is available at <http://www.gpoaccess.gov/cfr>.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single

policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

Other Administrative and National Policy Requirements

ANA manages the discretionary grant program in accordance with 45 C.F.R. 1336 - Native American Programs, which can be found at:

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr;sid=22367671395357d0a5bfe1c9fe1004ee;rgn=div5;view=text;node=45%3A4.1.2.4.14;idno=45;cc=ecfr#45:4.1.2.4.14.3.1.1>

VI.3. Reporting

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section.

Performance Progress Reports (PPR)

In FY 2009, most ACF grantees began using a standard form for required performance progress reporting (PPR). At a minimum, grantees are required to submit the ACF-OGM SF-PPR, which consists of the ACF-OGM SF-PPR Cover Page and the Program Indicators-Attachment B. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the ACF-OGM SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

ACF-OGM-SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Federal Financial Reports (FFR)

As of February 1, 2011, the Department of Health and Human Services (HHS) began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the Administration for Children and Families (ACF) will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to

be submitted to PMS OR at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of:	The FFR (SF-425) is due to ACF on:
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms.

Final program performance and financial reports are due 90 days after the close of the project period. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. For planning purposes, reporting periods for awards made under this announcement are as follows:

Program Progress Reports:	Quarterly
Financial Reports:	Quarterly

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's [**Award Term for Federal Financial Accountability and Transparency Act \(FFATA\) Subaward and Executive Compensation Reporting Requirement**](#) implementing this requirement and additional award applicability information.

ANA grantees are required to report project progress using the Objective Progress Report (OPR) (OMB No. 0980-0204, expiration date 08/31/2012) and report financial information using the SF-269 long form.

ANA reviews grantee quarterly and annual reports to determine whether the grantee is meeting its goal and objectives and completing activities identified in the Objective Work Plan (OWP). Prior to funding the second or third year of a multi-year grant, ANA requires verification from the grantee that objectives and outcomes proposed in the preceding year were accomplished.

VII. Agency Contacts

Program Office Contact

Christina Clark
U.S. Department of Health and Human Services
Administration for Children and Families

Administration for Native Americans
Aerospace Center - 370 L'Enfant Promenade, SW.
2nd Floor - West
Washington, DC 20447
Phone: (877) 922-9262
Email: ana@acf.hhs.gov
URL: <http://www.acf.hhs.gov/programs/ana/>

Office of Grants Management Contact

Tim Chappelle
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
Aerospace Center - 370 L'Enfant Promenade, SW.
6th Floor - East
Washington, DC 20447
Phone: (202) 401-4855
Email: tim.chappelle@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

NOTICE: ACF intends to implement all electronic application submission via www.Grants.gov for applications for discretionary awards in FY 2012. For applicants without Internet access, or those without the computer capacity to upload large documents, ACF will offer a waiver procedure. In 2011, ACF will post a *Federal Register* notice soliciting public comment on the intended move to all electronic application submission via www.Grants.gov for applicants for discretionary awards.

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - ACF Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpoaccess.gov/cfr/index.html>.

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/>.

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html.

Grants.gov Forms Repository webpage
at http://www.grants.gov/agencies/aforms_active_form_SF424f.jsp.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

Sign up to receive notification of ACF Funding Opportunities at www.Grants.gov
http://www.grants.gov/applicants/email_subscription.jsp.

Administration for Native Americans (ANA) on the Internet <http://www.acf.hhs.gov/programs/ana/>

ANA technical assistance providers offer project development training and pre-application training for potential applicants free of charge. Technical assistance providers may also be contacted within an applicant's region to answer questions.

Eastern Region: <http://www.anaeastern.org>

Western Region: <http://www.anawestern.org>

Alaska Region: <http://www.anaalaska.org>

Pacific Region: <http://www.anapacificbasin.org>

Project development training materials can be found at:
http://www.acf.hhs.gov/programs/ana/programs/pre_app_tta.html#ProjDev.

Pre-application training dates and locations can be found at:
http://www.acf.hhs.gov/programs/ana/programs/pre_app_tta.html#PreApp.

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
DUNS Number (Universal Identifier)	Referenced in Section IV.2. of the announcement. Go to https://eupdate.dnb.com/requestoptions.asp to obtain DUNS Number.	Required in application submission.
Central Contractor Registration (CCR)	Referenced in Section IV.2. of the announcement. Go to www.ccr.gov to register.	Required for all applicants. CCR registration must be active by time of award.

Table of Contents	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2. and found at http://www.acf.hhs.gov/grants/grants_resources.html and at the Grants.gov Forms Repository at http://apply07.grants.gov/apply/FormLinks?family=15 .	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2. and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission is due by the application due date found in the Overview and in Section IV.3.
ANA Project Abstract Form (OMB Control Number 0980-0204)	Referenced in Section IV.2. of this announcement. The Project Abstract form and a description of what to include can be found on the ANA website. Please see the following links: Description: http://www.acf.hhs.gov/programs/ana/relevant/forms/pa_description.html Form: http://www.acf.hhs.gov/programs/ana/relevant/forms/pa_form.doc If submitting via www.grants.gov , please refer to the Grants.gov guidance package for additional instructions on how to fill out this form.	Submission due by application due date found in Overview and Section IV.3.
Project Description	Referenced in Section IV.2. of the announcement.	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Sustainability Plan	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.

Budget and Budget Justification	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
ANA Objective Work Plan (OMB Control Number 0980-0204)	Referenced in Sections IV.2. and V.1. of this announcement. The OWP form and a description of what to include can be found on the ANA website. Please see the following links: Description: http://www.acf.hhs.gov/programs/ana/relevant/forms/OWP_description.html Form: http://www.acf.hhs.gov/programs/ana/relevant/forms/owp_form.doc If submitting via www.grants.gov , please refer to the Grants.gov guidance package for additional instructions on how to submit the OWP.	Submission due by the application due date found in the Overview and in Section IV.3.
Board Resolution	Referenced in Section III.3. of the announcement.	Submission due by the application due date found in the Overview and Section IV.3.
Governing Body Documentation	Reference in Section III.3. of the announcement.	Submission due by the application due date found in the Overview and in Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2. of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission is due prior to award.
Documentation of Commitment of Non-Federal Resources	Referenced in Section IV.2. of the announcement under "Budget and Budget Justification."	Submission is due by the application due date found in the Overview and in Section IV.3.
Indirect Cost Agreement	Referenced in Section IV.2. of the announcement under "Indirect Charges" in the "Budget and Budget Justification".	Submission due by date of award.

Certification Regarding Lobbying	Referenced in Section IV.2. of the announcement and found at http:// www.acf.hhs.gov /grants/grants_resources.html .	Submission is due prior to award.
Survey on Ensuring Equal Opportunity for Applicants	<p>Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package. Applicants applying electronically, may submit this survey along with the application.</p> <p>The survey is referenced in Section IV.2. of the announcement. The survey may be found at http:// www.acf.hhs.gov /grants/grants_resources.html.</p>	Submission is voluntary. Submission may be made with the application or prior award.
SF-LLL - Disclosure of Lobbying Activities, if applicable	<p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2. and found at http:// www.acf.hhs.gov /grants/grants_resources.html.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	If applicable, submission is prior to award.
Maintenance of Effort (MOE) Certification	Referenced in Section IV.2. and found at http:// www.acf.hhs.gov /programs/ofs/grants/maintain.htm	Submission is due by the application due date found in the Overview and in Section IV.3.
Certification Regarding Debarment, Suspension and Other Responsibility Matters	Referenced in Section IV.2. of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html	Submission due by date of award.
Certification Regarding Environmental Tobacco Smoke	Referenced in Section IV.2. of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html	Submission due by date of award.

Business Plan	Referenced in Sections IV.2. of the announcement.	Submission due by the application due date found in the Overview and in Section IV.3.
Other Attachments	Referenced in Sections IV.2. of the announcement.	Submission due by application due date found in Overview and Section IV.3.

Appendices